

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE

COMBINED DETAIL SUMMARY

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	1,639,082	1,770,600	1,742,170	1,785,420	1,785,420
120 Special Salaries	1,654	100	100	100	100
130 Overtime	10,853				
140 Employee Benefits	446,569	469,010	461,490	495,240	495,240
SUBTOTAL PERSONAL SERVICES	2,098,158	2,239,710	2,203,760	2,280,760	2,280,760
210 Utilities					
220 Communications	63,056	69,180	69,180	69,180	70,390
230 Transportation and Training	4,971	3,980	3,875	13,980	3,980
240 Insurance	80	120	120	610	610
250 Professional Fees	85,526	52,380	52,380	52,380	52,380
260 Data Processing	253,578	266,850	264,750	282,690	293,320
270 Equipment Contractuals	4,222	5,190	5,190	5,190	5,190
280 Building and Grounds Contractuals	336				
290 Other Contractuals	27,405	33,210	33,115	33,210	33,210
SUBTOTAL CONTRACTUAL SERVICES	439,174	430,910	428,610	457,240	459,080
310 Office Supplies	78,953	91,570	91,570	91,570	91,570
320 Clothing and Towels	60	60	60	60	60
330 Chemicals					
340 Equipment Parts	594	1,670	1,240	1,670	1,670
350 Materials					
360 Equipment Supplies					
370 Building Parts	327				
380 Non-Capitalizable Equipment	1,042	530	1,030	530	530
390 Other Commodities	224	3,000	2,700	3,000	3,000
SUBTOTAL COMMODITIES	81,200	96,830	96,600	96,830	96,830
410 Land					
420 Buildings					
430 Improvements	160				
440 Office Equipment	380	1,280	3,810	280	
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY	540	1,280	3,810	280	
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses		10,000	10,000		
540 Other					
SUBTOTAL OTHER		10,000	10,000		
TOTAL	2,619,072	2,778,730	2,742,780	2,835,110	2,836,670

FINANCE DEPARTMENT SUMMARY

The Finance Department budget provides for the purchasing, accounting and coordinating of the City's financial resources, as well as providing supplies for all departments. The Department is organized into three divisions: [1] Director's Office and Activities which includes Director's Office and Cash and Investment Management; [2] Financial Management Division which includes Financial Planning and Research (Budget), Central Accounting, and Special Assessments; and [3] Management Services Division which includes Purchasing, Risk Management, Records and Benefits, and Revenue Management/Express (Treasury). The Finance Department also administers the Internal Service Funds of Self-Insurance, Telecommunications, and Stationery Stores.

Budget Highlights

The adopted 1992 budget shows an increase of \$56,380 over the 1991 adopted budget because of an additional position adopted.

- ° The department is undergoing reorganization and relocation that will result in planned efficiencies and enhanced customer service. The department will be consolidating all divisions on the 12th floor (except for the First Floor Express).
- ° Intradepartmental position changes have been implemented. Five positions were transferred from Revenue Management/Express to Cash and Investment Management. One position was transferred from Central Accounting to the Director's Office. The Revenue Management/Express section was reorganized under the Management Services division.
- ° The Revenue Management/Express will be relocating on the first floor of City Hall in 1991 to expedite the payment of utility bills, court fines, and licenses by the public.
- ° A Revenue Officer position is budgeted in 1992 to coordinate an integrated City-wide effort of monitoring, forecasting, and collecting revenue. The cost of the position will be offset from revenue increases due to improved collection methods.

Budget Summary

	<u>1990 Actual</u>	<u>1991 Adopted</u>	<u>1991 Revised</u>	<u>1992 Adopted</u>
Personal Services	\$2,098,158	\$2,239,710	\$2,203,760	\$2,280,760
Contractual Services	439,174	430,910	428,610	457,240
Commodities	81,200	96,830	96,600	96,830
Capital Outlay	540	1,280	3,810	280
Other	0	10,000	10,000	0
Total	<u>\$2,619,072</u>	<u>\$2,778,730</u>	<u>\$2,742,780</u>	<u>\$2,835,110</u>

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 01 - ADMINISTRATION

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	159,876	177,000	228,250	229,200	229,200
120 Special Salaries	1,292				
130 Overtime	273				
140 Employee Benefits	37,965	42,820	54,060	56,340	56,340
SUBTOTAL PERSONAL SERVICES	199,406	219,820	282,310	285,540	285,540
210 Utilities					
220 Communications	2,875	3,040	3,040	3,040	3,080
230 Transportation and Training	2,830	1,610	1,610	11,610	1,610
240 Insurance					
250 Professional Fees	9,810				
260 Data Processing	13,991	15,350	15,350	15,350	15,960
270 Equipment Contractuals	375	1,130	1,130	1,130	1,130
280 Building and Grounds Contractuals					
290 Other Contractuals	507	850	850	850	850
SUBTOTAL CONTRACTUAL SERVICES	30,388	21,980	21,980	31,980	22,630
310 Office Supplies	1,768	4,050	4,050	4,050	4,050
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts	150				
380 Non-Capitalizable Equipment	73				
390 Other Commodities					
SUBTOTAL COMMODITIES	1,991	4,050	4,050	4,050	4,050
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment		1,000	1,000		
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY		1,000	1,000		
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses		10,000	10,000		
540 Other					
SUBTOTAL OTHER		10,000	10,000		
TOTAL	231,785	256,850	319,340	321,570	312,220

CITY OF WICHITA 1992/93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 01 - ADMINISTRATION

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and render advice and services as requested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, billing, revenue collection and purchasing activities for the City, as well as the responsibilities of City Clerk. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, investment policies, retirement systems, records management, special assessment and risk management systems.

POSITION TITLE	POSITIONS							
	1990 RVSD	1991 RVSD	1992 ADOPTED	1992 EMPLOYMENT RANGE	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
Director of Finance	1	1	1	002	59,900	62,200	62,200	62,200
Assistant Director of Finan.	1	1	1	005	42,260	45,500	45,500	45,500
Management Services Director	1	1	1	006	49,750	51,740	51,740	51,740
Financial Projects Director	0	1	1	010	0	42,540	42,540	42,540
Administrative Secretary	1	1	1	620	24,200	24,200	25,050	25,050
Subtotal	4	5	5		176,110	226,180	227,030	227,030
ADD: Longevity					890	2,070	2,170	2,170
TOTAL					177,000	228,250	229,200	229,200

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 02 - CASH AND INVESTMENT MANAGEMENT

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	39,240	42,040	34,880	170,370	170,370
120 Special Salaries					
130 Overtime					
140 Employee Benefits	12,339	10,270	8,820	47,410	47,410
SUBTOTAL PERSONAL SERVICES	51,579	52,310	43,700	217,780	217,780
210 Utilities					
220 Communications	608	1,180	1,180	9,420	9,470
230 Transportation and Training	418	1,380	1,380	1,380	1,380
240 Insurance				610	610
250 Professional Fees					
260 Data Processing	4,927	4,480	4,480	21,830	22,700
270 Equipment Contractuals					
280 Building and Grounds Contractuals					
290 Other Contractuals	751	1,240	1,040	4,310	4,310
SUBTOTAL CONTRACTUAL SERVICES	6,704	8,280	8,080	37,550	38,470
310 Office Supplies	298	910	910	5,390	5,390
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment			200	70	70
390 Other Commodities					
SUBTOTAL COMMODITIES	298	910	1,110	5,460	5,460
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment			2,100		
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY			2,100		
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	58,581	61,500	54,990	260,790	261,710

CITY OF WICHITA 1992/93 ANNUAL BUDGET

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 01 - DIRECTOR'S OFFICE
 SECTION: 02 - CASH AND INVESTMENT MANAGEMENT

The investment section is responsible for projecting cash balances, maintaining cash position and administering investments of all funds including the pooled funds, deferred compensation, and the City's self insurance fund. This section is responsible for the collection and distribution of all City revenue including vendor and payroll disbursements and development of collection procedures and systems. Daily cash reports crediting numerous internal accounts are prepared and entered in the accounting system. Preparation of bank deposits and account reconciliation are also maintained in this section. The City's accounts receivable invoicing for goods and services rendered by the City initiated and monitored here. This section maintains bond debt records, processes bond and coupon payments to fiscal agents and is responsible for administrative coordination of all general obligation and revenue bond and note sales. This office prepares the monthly financial analysis of pension investments and monitors outside money manager activities regarding policy compliance. All financial transactions in conjunction with asset allocation and the hiring and firing of managers is coordinated in the cash and investment management section.

POSITION TITLE	POSITIONS							
	1990 RVSD	1991 RVSD	1992 ADOPTED	1992 EMPLOYMENT RANGE	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
Financial Analyst III	0	1	1	629	0	34,520	37,490	37,490
Financial Analyst II	1	0	0	626	31,360	0	0	0
Administrative Aide III	0	0	1	625	0	0	31,520	31,520
Financial Analyst I	0	0	1	623	0	0	28,860	28,860
Account Clerk II	0	0	2	619	0	0	47,840	47,840
Account Clerk I	0	0	1	617	0	0	21,850	21,850
Subtotal	1	1	6		31,360	34,520	167,560	167,560
ADD Longevity					320	360	2,810	2,810
Charges - General Accounting					10,360	0	0	0
TOTAL					42,040	34,880	170,370	170,370

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 01 - FINANCIAL PLANNING AND RESEARCH

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	165,695	222,540	212,800	251,520	251,520
120 Special Salaries	250				
130 Overtime	2,763				
140 Employee Benefits	43,454	57,320	55,360	68,160	68,160
SUBTOTAL PERSONAL SERVICES	212,162	279,860	268,160	319,680	319,680
210 Utilities					
220 Communications	3,542	3,340	3,340	3,340	3,400
230 Transportation and Training	461				
240 Insurance					
250 Professional Fees	3,958				
260 Data Processing	32,334	31,980	31,980	31,980	33,250
270 Equipment Contractuals		100	100	100	100
280 Building and Grounds Contractuals					
290 Other Contractuals	1,009	620	620	620	620
SUBTOTAL CONTRACTUAL SERVICES	41,304	36,040	36,040	36,040	37,370
310 Office Supplies	25,321	23,380	23,380	23,380	23,380
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment			300		
390 Other Commodities	32	3,000	2,700	3,000	3,000
SUBTOTAL COMMODITIES	25,353	26,380	26,380	26,380	26,380
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	278,819	342,280	330,580	382,100	383,430

CITY OF WICHITA 1992/93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
ACTIVITY: 01 - FINANCIAL PLANNING AND RESEARCH

The Financial Planning and Research section supervises the development and administration of the annual budget. This section also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this section is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget adjustments and financial studies for conformance to City policies.

POSITION TITLE	POSITIONS							
	1990 RVSD	1991 RVSD	1992 ADOPTED	1992 EMPLOYMENT RANGE	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
Financial Planning and Research Officer	1	1	1	008	39,920	39,930	39,930	39,930
Revenue Officer	0	0	1	631	0	0	32,990	32,990
Financial Analyst III	2	3	3	629	74,980	103,730	106,360	106,360
Financial Analyst II	3	2	2	626	86,510	49,370	51,760	51,760
Secretary II	1	1	1	618/19	20,280	18,890	19,550	19,550
Subtotal	7	7	8		221,690	211,920	250,590	250,590
ADD Longevity					850	880	930	930
TOTAL					222,540	212,800	251,520	251,520

CITY OF WICHITA 1992/93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 02 - CENTRAL ACCOUNTING
ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	459,219	499,000	437,590	438,320	438,320
120 Special Salaries					
130 Overtime	2,418				
140 Employee Benefits	127,294	130,850	114,900	121,070	121,070
SUBTOTAL PERSONAL SERVICES	588,931	629,850	552,490	559,390	559,390
210 Utilities					
220 Communications	9,796	11,390	11,390	11,390	11,620
230 Transportation and Training	545				
240 Insurance					
250 Professional Fees	55,092	43,580	43,580	43,580	43,580
260 Data Processing	87,156	88,840	88,840	104,680	108,230
270 Equipment Contractuals	227				
280 Building and Grounds Contractuals					
290 Other Contractuals	4,668	7,930	7,930	7,930	7,930
SUBTOTAL CONTRACTUAL SERVICES	157,484	151,740	151,740	167,580	171,360
310 Office Supplies	15,843	21,490	21,490	21,490	21,490
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts		400	400	400	400
350 Materials					
360 Equipment Supplies					
370 Building Parts	150				
380 Non-Capitalizable Equipment	444	280	280	280	280
390 Other Commodities	93				
SUBTOTAL COMMODITIES	16,530	22,170	22,170	22,170	22,170
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	762,945	803,760	726,400	749,140	752,920

CITY OF WICHITA 1992/93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 02 - CENTRAL ACCOUNTING
ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against, waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

POSITION TITLE	POSITIONS							
	1990 RVSD	1991 RVSD	1992 ADOPTED	1992 EMPLOYMENT RANGE	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
Controller	1	1	1	008	40,070	42,500	42,500	42,500
Financial Projects Director	1	0	0	010	41,460	0	0	0
Financial Analyst III	4	4	4	629	143,780	140,120	145,020	145,020
Industrial Analyst	1	1	1	628	35,660	35,650	36,890	36,890
Financial Analyst II	2	2	2	626	57,860	51,340	53,130	53,130
Financial Analyst I	1	1	1	623	27,880	27,880	28,860	28,860
Account Clerk III	2	2	2	621	50,720	50,710	52,480	52,480
Account Clerk II	2	2	2	619	46,200	45,000	46,570	46,570
Secretary	1	1	1	618/19	23,100	23,110	23,920	23,920
Account Clerk I	1	0	0	617	18,310	0	0	0
Clerk II	1	1	1	615	18,520	15,950	16,510	16,510
Subtotal	17	15	15		503,560	432,260	445,880	445,880
ADD Longevity					5,800	5,330	5,600	5,600
LESS: 25% Financial Projects Director Charge to capital projects					(10,360)		(13,160)	(13,160)
TOTAL					499,000	437,590	438,320	438,320

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 04 - SPECIAL ASSESSMENTS

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	124,638	137,980	131,810	136,450	136,450
120 Special Salaries					
130 Overtime	134				
140 Employee Benefits	32,838	38,480	37,230	40,540	40,540
SUBTOTAL PERSONAL SERVICES	157,610	176,460	169,040	176,990	176,990
210 Utilities					
220 Communications	5,518	3,670	3,670	3,670	3,740
230 Transportation and Training	104				
240 Insurance					
250 Professional Fees					
260 Data Processing	21,420	21,350	21,350	21,350	22,200
270 Equipment Contractuals	42	100	100	100	100
280 Building and Grounds Contractuals					
290 Other Contractuals	4,064	1,680	1,680	1,680	1,680
SUBTOTAL CONTRACTUAL SERVICES	31,148	26,800	26,800	26,800	27,720
310 Office Supplies	3,027	4,860	4,860	4,860	4,860
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts	560	720	290	720	720
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment	280				
390 Other Commodities					
SUBTOTAL COMMODITIES	3,867	5,580	5,150	5,580	5,580
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment	380		430		
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY	380		430		
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	193,005	208,840	201,420	209,370	210,290

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 04 - SPECIAL ASSESSMENTS

The Special Assessments section is responsible for maintaining files on all public improvement projects to be in General Obligation bond sales; scheduling and coordinating bond sales and appraisers' hearings; ownership list preparation on project benefit districts, calculation of assessments to each benefit district, preparation of ordinance levying assessments, and transcript assembly on projects in each bond sale; maintaining special assessment tax records on each parcel of land having City of Wichita specials, Airport and Water Department specials, delayed and deferred specials, and City owned property; processing 30-day cash payments, miscellaneous payments, pre-paid specials, and bond and interest payments; spreading specials to the tax roll; certifying specials to the County; and, reapportioning specials to all parcels which have been split, replatted or newly platted.

POSITION TITLE	POSITIONS							
	1990 RVSD	1991 RVSD	1992 ADOPTED	1992 EMPLOYMENT RANGE	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
Financial Analyst III	1	1	1	629	35,330	35,330	36,570	36,570
Administrative Aide I	1	1	1	620	24,200	24,200	25,050	25,050
Account Clerk II	1	1	1	619	23,100	19,650	20,330	20,330
Data Control Clerk	2	2	2	617	40,100	37,720	39,040	39,040
Clerk I	1	1	1	613	14,520	14,110	14,610	14,610
Subtotal	6	6	6		137,250	131,010	135,600	135,600
ADD Longevity					730	800	850	850
TOTAL					137,980	131,810	136,450	136,450

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 01 - PURCHASING

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	242,609	218,270	230,170	238,300	238,300
120 Special Salaries					
130 Overtime	3,280				
140 Employee Benefits	66,055	58,230	61,520	66,550	66,550
SUBTOTAL PERSONAL SERVICES	311,944	276,500	291,690	304,850	304,850
210 Utilities					
220 Communications	13,392	14,530	14,530	14,530	14,820
230 Transportation and Training					
240 Insurance	30				
250 Professional Fees	1,630				
260 Data Processing	46,680	56,330	54,230	56,330	58,580
270 Equipment Contractuals	8	400	400	400	400
280 Building and Grounds Contractuals	336				
290 Other Contractuals		600	600	600	600
SUBTOTAL CONTRACTUAL SERVICES	62,076	71,860	69,760	71,860	74,400
310 Office Supplies	10,209	11,000	11,000	11,000	11,000
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts		350	350	350	350
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities					
SUBTOTAL COMMODITIES	10,209	11,350	11,350	11,350	11,350
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment		280	280	280	
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY		280	280	280	
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	384,229	359,990	373,080	388,340	390,600

CITY OF WICHITA 1992/93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 01 - PURCHASING

This section serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property.

POSITION TITLE	POSITIONS			1992 EMPLOYMENT RANGE	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
	1990 RVSD	1991 RVSD	1992 ADOPTED					
Financial Analyst III	1	1	1	629	37,490	37,490	38,800	38,800
Senior Buyer	1	1	1	627	32,270	33,910	35,090	35,090
Buyer	2	2	2	626	59,390	59,630	61,720	61,720
Financial Analyst II	1	0	0	626	0	0	0	0
Secretary	3	3	3	618/619	44,990	64,330	66,570	66,570
Account Clerk I	1	1	1	617	21,090	21,110	21,850	21,850
Data Control Clerk	1	1	1	617	21,090	21,110	21,850	21,850
Subtotal	10	9	9		216,320	237,580	245,880	245,880
ADD Longevity					1,950	2,120	2,240	2,240
LESS Charge to Contracts Administration (1/2 Secretary)						(9,530)	(9,820)	(9,820)
TOTAL					218,270	230,170	238,300	238,300

CITY OF WICHITA 1992/93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 01 - RECORDS

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	47,219	48,470	49,000	50,750	50,750
120 Special Salaries					
130 Overtime	888				
140 Employee Benefits	12,272	13,330	13,440	14,570	14,570
SUBTOTAL PERSONAL SERVICES	60,379	61,800	62,440	65,320	65,320
210 Utilities					
220 Communications	1,425	2,020	2,020	2,020	2,060
230 Transportation and Training	396	990	885	990	990
240 Insurance	50				
250 Professional Fees	15,029	8,800	8,800	8,800	8,800
260 Data Processing	4,479	4,480	4,480	4,480	4,660
270 Equipment Contractuals	630	820	820	820	820
280 Building and Grounds Contractuals					
290 Other Contractuals	9,146	9,220	9,325	9,220	9,220
SUBTOTAL CONTRACTUAL SERVICES	31,155	26,330	26,330	26,330	26,550
310 Office Supplies	6,798	6,210	6,210	6,210	6,210
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment	25				
390 Other Commodities	72				
SUBTOTAL COMMODITIES	6,895	6,210	6,210	6,210	6,210
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	98,429	94,340	94,980	97,860	98,080

CITY OF WICHITA 1992/93 ANNUAL BUDGET

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 03 - MANAGEMENT SERVICES
 SECTION: 02 - RECORDS AND BENEFITS
 ACTIVITY: 01 - RECORDS

The Records section is responsible for acting as ex-officio clerk of the Board of City Council members, the Board of Bids and Contracts and Staff Screening and Selection Committee, and preparing minutes of all meetings and performing such other duties as may be directed by the Director of Finance.

POSITION TITLE	POSITIONS			1992	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
	1990 RVSD	1991 RVSD	1992 ADOPTED	EMPLOYMENT RANGE				
Administrative Aide II	0	1	1	623	24,900	25,350	26,240	26,240
Administrative Aide I	1	0	0	620	0	0	0	0
Secretary	1	1	1	618/19	23,100	23,110	23,920	23,920
Subtotal	2	2	2		48,000	48,460	50,160	50,160
ADD Longevity					470	540	590	590
TOTAL					48,470	49,000	50,750	50,750

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 02 - BENEFITS

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	83,384	92,310	88,940	59,790	59,790
120 Special Salaries					
130 Overtime	1,070				
140 Employee Benefits	24,114	23,950	23,250	16,420	16,420
SUBTOTAL PERSONAL SERVICES	108,568	116,260	112,190	76,210	76,210
210 Utilities					
220 Communications	3,488	5,070	5,070	5,070	5,170
230 Transportation and Training					
240 Insurance					
250 Professional Fees	7				
260 Data Processing	11,138	12,460	12,460	12,460	12,960
270 Equipment Contractuals	85				
280 Building and Grounds Contractuals					
290 Other Contractuals	110	500	500	500	500
SUBTOTAL CONTRACTUAL SERVICES	14,828	18,030	18,030	18,030	18,630
310 Office Supplies	2,927	3,780	3,780	3,780	3,780
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts	27				
380 Non-Capitalizable Equipment					
390 Other Commodities					
SUBTOTAL COMMODITIES	2,954	3,780	3,780	3,780	3,780
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	126,350	138,070	134,000	98,020	98,620

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 02 - BENEFITS

This activity is responsible for the overall coordination and direction of the City retirement system, insurance program, and Deferred Compensation Plan of City employees. The activity acts as the administrative arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Retirement and Insurance Manager also serves as a voting member of the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibility of this division are: 1) Employees' Group Life insurance plan; 2) Employees' Group Health insurance plan.

POSITION TITLE	POSITIONS							
	1990 RVSD	1991 RVSD	1992 ADOPTED	1992 EMPLOYMENT RANGE	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
Pension Manager	1	1	1	010	40,980	40,980	40,980	40,980
Administrative Aide II	1	1	0	623	27,140	28,310	0	0
Secretary	1	1	1	618/19	23,100	19,240	18,610	18,610
Subtotal	3	3	2		91,220	88,530	59,590	59,590
ADD Longevity					1,090	410	200	200
TOTAL					92,310	88,940	59,790	59,790

CITY OF WICHITA 1992 / 93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 03 - REVENUE MANAGEMENT/EXPRESS

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	317,202	332,990	328,730	210,720	210,720
120 Special Salaries	112	100	100	100	100
130 Overtime	27				
140 Employee Benefits	90,238	93,760	92,910	64,180	64,180
SUBTOTAL PERSONAL SERVICES	407,579	426,850	421,740	275,000	275,000
210 Utilities					
220 Communications	22,412	24,940	24,940	16,700	17,030
230 Transportation and Training	217				
240 Insurance		120	120		
250 Professional Fees					
260 Data Processing	31,453	31,580	31,580	14,230	14,780
270 Equipment Contractuals	2,855	2,640	2,640	2,640	2,640
280 Building and Grounds Contractuals					
290 Other Contractuals	7,150	10,570	10,570	7,500	7,500
SUBTOTAL CONTRACTUAL SERVICES	64,087	69,850	69,850	41,070	41,950
310 Office Supplies	12,762	15,890	15,890	11,410	11,410
320 Clothing and Towels	60	60	60	60	60
330 Chemicals					
340 Equipment Parts	34	200	200	200	200
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment	220	250	250	180	180
390 Other Commodities	27				
SUBTOTAL COMMODITIES	13,103	16,400	16,400	11,850	11,850
410 Land					
420 Buildings					
430 Improvements		160			
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY		160			
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	484,929	513,100	507,990	327,920	328,800

CITY OF WICHITA 1992/93 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 03 - REVENUE MANAGEMENT/EXPRESS

The Revenue Management/Express function is responsible for the accounting and collection of: water utility bills - processing more than 600,000 bills annually received through the mail, numerous substations, and the Express Office; Licensing - processing, collection, and enforcement of 84 different license categories; and parking meters - daily collection of approximately 2,400 meters. In addition, Revenue Management updates and coordinates the production of all City of Wichita General Obligation/Revenue Bond and Temporary Note Prospectus. Over 500 prospectus are mailed nationwide for each sale. Revenue Management is also responsible for the daily management of two abandoned cemeteries.

POSITION TITLE	POSITIONS							
	1990 RVSD	1991 RVSD	1992 ADOPTED	1992 EMPLOYMENT RANGE	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
Financial Analyst III	1	1	1	629	37,480	32,270	33,400	33,400
Administrative Aide	1	1	0	625	30,720	30,450	0	0
Financial Analyst I	1	1	0	623	27,880	27,880	0	0
Account Clerk II	2	2	0	619	44,450	46,210	0	0
Cashier II	1	1	1	619	22,550	21,890	22,660	22,660
Account Clerk I	3	3	2	617	62,810	63,320	43,700	43,700
Parking Meter Coin Collector	2	2	2	617	42,200	41,130	42,570	42,570
Teller	3	3	3	615	51,520	51,630	56,110	56,110
Teller (PT-50%)	1	1	1	615	9,670	9,840	10,360	10,360
Subtotal	15	15	10		329,280	324,620	208,800	208,800
ADD: Longevity					3,710	4,110	1,920	1,920
TOTAL					332,990	328,730	210,720	210,720

NOTES